

# ACADEMIC AUDIT PROFORMA

Academic Session: 2022-23

Institution Name: Kasturi Ram College of Higher Education, Narela, Delhi - 40

Date of Audit:.....

Members of the Academic Audit Committee:

(i) ..... (ii) .....

(iii) ..... (iv) .....

(iv) ..... (v) .....

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Sector 16C, Dwarka, New Delhi - 110078**

A. Institute Information			
Name of the Institution	:	Kasturi Ram College of Higher Education, Kureni Mod, Narela, Delhi - 40	
Name of the Director/Principal	:	Prof. (Dr.) O. P. Yadav, Director Dr. Seema Sharma, Principal	
Address	:	Kureni Mod, Near New Anaj Mandi, Narela, Delhi	
	Mobile No. (Director/Principal)	:	8802841785, 9811111334
	Telephone No. (Institution)	:	011-27787132
	Email ID	:	<a href="mailto:krcollege@krcollege.in">krcollege@krcollege.in</a> , <a href="mailto:principal@krcollege.in">principal@krcollege.in</a>
	Institution website URL	:	<a href="http://www.krcollege.in">www.krcollege.in</a>

B. Details of Academic Programmes							
(a)	Academic Programmes						
	S. No.	Programme	Start Year	Regulatory Body	Sanctioned Intake in the Assessment Year		Total Students (for all years)
					1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	
	1.	BBA(G)- 1 <sup>st</sup> Shift	2009	GGSIPIU	50	-----	50
	2.	BBA(G)- 2 <sup>nd</sup> Shift	2012	GGSIPIU	-----	50	50
	3.	BA(JMC)- 1 <sup>st</sup> Shift	2005	GGSIPIU	60	-----	60
	4.	BA(JMC)- 2 <sup>nd</sup> Shift	2016	GGSIPIU	-----	30	30
	5.	B.Com. (H)	2014	GGSIPIU	50	-----	50
	6.	B.Ed.	2006	NCTE	100	-----	100
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). <a href="#">Annexure : A</a>						
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). <a href="#">Annexure : B</a>						

1. Status of Accreditation				
1(a)	<b>Applicability of Accreditation:</b>			
	NBA Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	NAAC Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	NBA and NAAC	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1(b)	<b>Status of Accreditation</b>			
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	NA	
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	NA	
	NBA and NAAC (Out of 50, if both NAAC & NBA accreditation are applicable and marks would be awarded as per availability of accreditations, out of total of '25' marks each for NBA and NAAC)	:	NA	
			<b>Marks</b> (Max. Marks: 50)	

2. Status of Teachers' Availability							
As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.							
2(a)	<b>Total No. of Students</b>						
	In UG	:	BBA(G)- 1 <sup>st</sup> & 2 <sup>nd</sup> Shift : 176, B.Com.(H) : 55, BAJMC -1 <sup>st</sup> & 2 <sup>nd</sup> Shift : 111, B.Ed. : 164				
	In PG	:	NA				
2(b)	<b>Number of Regular* Teachers</b>						
	In UG	:	BBA(G)- 1 <sup>st</sup> Shift : 8, 2 <sup>nd</sup> Shift : 8, B.Com.(H) : 8, BAJMC -1 <sup>st</sup> Shift : 9 , 2 <sup>nd</sup> Shift: 5 B.Ed. : 16				
	In PG	:	NA				
	In UG and PG	:	BBA(G)- 1 <sup>st</sup> Shift : 8, 2 <sup>nd</sup> Shift : 8, B.Com.(H) : 8, BAJMC -1 <sup>st</sup> Shift : 9 , 2 <sup>nd</sup> Shift: 5 B.Ed. : 16				
	Total	:	BBA(G)- 1 <sup>st</sup> Shift : 8, 2 <sup>nd</sup> Shift : 8, B.Com.(H) : 8, BAJMC -1 <sup>st</sup> Shift : 9 , 2 <sup>nd</sup> Shift: 5 B.Ed. : 16				
	<b>Teachers' Ratio</b>						
S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Teacher-Student Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d/c)	

1.	BBA(G)- 1 <sup>st</sup> Shift	150	8	5	3	3:5	
2.	BBA(G)- 2 <sup>nd</sup> Shift	150	8	6	2	2:6	
3.	BA(JMC)- 1 <sup>st</sup> Shift	180	9	8	1	1:8	
4.	BA(JMC)- 2 <sup>nd</sup> Shift	150	5	4	1	1:4	
5.	B.Com. (H)	150	8	7	1	1:7	
6.	B.Ed.	100	16	14	2	2:14	
<b>Total</b>			<b>54</b>	<b>45</b>	<b>10</b>		
						<b>Marks</b> (Max. Marks: 100)	
<p>*Teacher who stayed for 90% of the time in a year.  Marks be awarded proportionate to the status of the faculty, for Required vs. Available.  Visiting / Adjunct Faculty shall be counted as per the norms.  List of faculty should be uploaded on website under mandatory disclosures.</p>							

3. Quality of Teachers and Teaching				
		No.	Details	Marks
3(a)	No. of teachers with Ph. D.	10	<a href="#">Annexure: C</a>	
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	02		
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	--		
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	04		
3(e)	No. of publications in conferences in the assessment year			<a href="#">Annexure: C</a>
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	--		
	• Indexed by UGC-CARE (Category-II)	--		
	• With ISBN Number	17		
	• Any other	--		
3(f)	No. of Books / Edited Books / Book Chapters published	04	No. Of Books -02 Chapters in Edited Books : 02	

3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year		<b>Annexure : D</b>	
3(h)	No. of courses on Learning Management System (LMS)	<b>NA</b>		
3(i)	Classrooms available with mounted projectors and ICT facilities <a href="#">(Geo tagged photos should be uploaded and available under mandatory disclosures)</a>	<b>16</b>		
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	<b>100%</b>		
	<b>Marks</b> (Maximum Marks: 100)			
	List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures			

<b>4. Institutional Support for Faculty Development</b>				<b>Annexure: E</b>
			Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	:	Ms. Rachna Sharma & Ms. Meenakshi Jain : Management Deptt. Mr. Vishal Rajput : Journalism Deptt. Mr. Kush Kumar : Education Deptt.	
4(b)	Documentary evidence of mechanism for grant of study leave to teachers with full pay for faculty to pursue higher study at other institutions	:	Yes, Details in <b>Annexure : E</b>	
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose	:	<b>Annexure : E</b>	
4(d)	Individual computing facilities provided to teachers	:	Yes, Computer Systems/Laptops are provided in staff rooms for all the faculty members	
4(e)	Internet facility (to every teacher)	:	Yes, Wi-fi facility is provided to all the staff members	
	<b>Marks</b> (Maximum Marks: 50)			

## 5. Framework for Students' Grievance Redressal Mechanism

			Details	Annexure : F	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and complies with UGC's Regulations 2012	:	Yes, the committee is formulated as per the regulation		
5(b)	Whether the Grievance Redressal Committee has elected students representative	:	Yes		
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	:	Yes		
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	:	Yes, Student Counsellor is available		
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	:	Yes, the institute has published and notified all the details regarding the SGRC on its website and Notice board of the Campus		
5(f)	Whether students are satisfied with the effectiveness of the SGRC	:	Yes, Regular feedbacks are collected from the students & analysed		
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	:	Yes		
<b>Marks</b> (Maximum Marks: 100)					

## 6. Institutional Support for University Examinations (during the Assessment Year)

			Details	Marks
6(a)	Percentage of faculty participation in university examinations as evaluators / university representatives (a)	:	<b>Annexure : G</b> Various faculty members (25%) have been appointed as Evaluators & External Practical Examiners	
6(b)	No. of days per faculty devoted to university examination process (b)	:	5 Days approx.	
<b>Marks</b> (Maximum Marks: 50)				

## 7. Status of Library

7(a)	<b>Books</b>						
	S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
	1.	BBA(G)	1998	6775		<b>Annexure : H</b>	
	2.	BAJMC	684	2154			
	3.	B.Com.(H)	239	1728			
	4.	B.Ed.	4111	8815			

	Total		7032	19472			
	Total Score					Marks (Maximum Marks: 70)	
7(b)	Journals						
	S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks	
	1.	Indian	a = 58	a/12 =4.18	Annexure: H		
	2.	International	b = 10	b/3 = 3.3			
	Marks (Max. Marks: 30)						
	Total Marks [9(a) + 9(b)] (Max. Marks: 100)						

8. Status of Laboratories						
				Details	Marks	
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	<b>Annexure : I</b>		
	(i)	Number of Labs	05			
	(ii)	Status of Instruments / Equipments				
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum				
	<b>Marks</b> (Max. Marks: 50)					
8(b)	Status of Computer Labs (UG: 1 per 6 students across all years; PG: 1 per 3 students across all years)					
	(i)	Total Number of computers available in labs	130	<b>Annexure : I</b>		
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)				
	(iii)	Quality of Internet connectivity		Wifi enabled campus with a speed of 100 mbps		
	<b>Marks</b> (Max. Marks: 50)					

		<b>Total Marks</b> [10(a) + 10(b)] (Max. Marks: 100)	
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9. Co-Curricular Activities Conducted by the Institution (Assessment Year)					
9(a)	Conferences Organized		No.	Details	Marks
	International / National Conferences	:	01	<b>2 Day National Conference on topic “Education 5.0: Digital Interventions for Future Sustainability”</b> sponsored by ICSSR was organized on 10 <sup>th</sup> & 11 <sup>th</sup> March 2023.  <b>Proceedings were published with ISBN No.978-81-951591-0-9.</b>  <b>Annexure : J</b>	
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	No		
	Proceedings are indexed with UGC-CARE (Category-II)	:	No		
	Proceedings have ISBN Only	:	Yes		
	Proceedings do not have ISBN	:	No		
9(b)	<b>Seminars Organized</b> (02 Half Day Seminars may be considered as One Full Day Seminar)				
	No. of One Day Seminar	:	09	<b>Annexure : J</b>	
	No. of Half Day Seminar	:	01		
9(c)	<b>Faculty / Management Development Programme Organized</b> (of at least one week/5days duration)				
	FDP/MDP	:	01	<b>One Week FDP</b> was organized Developing A Resilient Classroom: Teaching, Team Building And Mental Well Being <b>26<sup>th</sup> July- 1<sup>st</sup> August, 2023</b>	
9(d)	<b>Workshops Organized</b>				
	No. of Workshop	:	08	<b>Annexure : J</b>	
9(e)	<b>Short Term / Value Added Programmes Conducted</b>				
	No. of Programme	:	04	Tally, Advanced Excel, Digital Marketing & Certificate Course in Copy Writing are being conducted in collaboration with Aptech Ltd. & Mahindra Pride Classrooms	
9(f)	<b>Webinars / Online Extension Lectures Conducted</b>				
	No. of Lectures	:	03	<b>Annexure : J</b>	
					<b>Marks</b> (Max. Marks: 100)

<b>10. Publications of the Institutions</b>				
10(a)	<b>Publication of Journal(s)</b>	No.	Details	Marks
	<b>International / National Journal</b>	:	National Journal (01)	



	Frequency	:	Half Yearly	<b>Researcher's Voice published Bi-annually with ISSN No. 2231-6310.</b>  <b>Annexure: K</b>		
	Publisher	:	Kasturi Ram College of Higher Education			
	Indexed at WoS/SCOPUS	:	No			
	Indexed in UGC-CARE	:	No, we are in process for indexing the Journal			
	Any other Indexing (please specify)	:	<input type="checkbox"/> Yes , ISSN No. 2231-6310.			
	No indexing	:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
10(b)	<b>Publication of Newsletters and Magazines</b>					
	<b>Magazine</b>	:	06	<b>"The Glimpse" is Bi-annual Magazine published by KRCHE for Management, Journalism &amp; Education Departments separately.</b>		
	Frequency	:	Half Yearly			
	Publication Type	:	<input type="checkbox"/> Print			
	<b>Newsletter</b>	:	01	<b>A newsletter is published every year which contains all the information regarding the college.</b>  <b>Annexure : K</b>		
	Frequency	:	Yearly			
	Publication Type	:	<input type="checkbox"/> Print			
	<b>Marks</b> (Max. Marks: 40)					

11. Students' Personality Development Activities					
11(a)	Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.				
	Activities		No.	Details	Marks
	Mock Interview	:	02	Annexure : L	
	Role Play	:	04		
	Group Discussion	:	04		
	Workshop	:	08		
	Competition	:	22		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence				

	of qualified student counsellors				
	Personality development labs	:	Yes	Annexure : L	
	Availability of trained faculty to conduct practical sessions	:	Yes		
	Availability of student counsellor	:	Yes		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Yes	Annexure : L	
	Outdoor facilities	:	Yes		
	Sport Equipments	:	Yes		
	Marks (Max. Marks: 30)				

<b>12. Status of Placement</b>					
			No.	Details	Marks
	(i)	Total No. of Students having Passed out (in that Assessment Year)	:	219	<b>Annexure : M</b>
	(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	49	
	(iii)	Total No. of students going for Higher Education (b)	:	170	
	(iv)	Total No. of Students having been placed (c)	:	35	
	(v)	Total No. of Students placed + Higher Education (d=b+c)	:	205	
	(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	:		
	(vii)	No. of companies visited the campus	:	35	
	(viii)	Average salary offered	:	3.75 Lakhs	
	(ix)	Existence of training and placement office	:	<input type="checkbox"/> Yes	
	<b>Marks</b> (Max. Marks: 50)				
	Note: Eligible and registered students shall be considered as total count of students to be placed				

13. General Parameters about the Institution					
Upload pictures under mandatory disclosures on the website				Details	Marks
	(i)	Individual seating arrangements for faculty with suitable furniture	:	<input type="checkbox"/> Yes	Staff rooms are available at each floor with required facilities
	(ii)	Institution Website URL	:	<input type="checkbox"/> Yes	www.krcollege.in
	(iii)	Common rooms for girls (separate)	:	<input type="checkbox"/> Yes	Separate Common Rooms for Girls available
	(iv)	Cleanliness of toilets	:	<input type="checkbox"/> Good	Proper cleanliness of toilets is maintained
	(v)	Students' canteen and drinking water arrangements	:	<input type="checkbox"/> Yes	R.O. facility is available on all the floors of the campus and Student's Canteen is well maintained and quality food is provided at concessional rates
					<b>Marks</b> (Max. Marks: 30)

14. Other Facilities Available in the Institute (Based on Feedback)						
14(a)					Details	Marks
Feedback from the Faculty/Employers Collected: Analysed: Action taken: (on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment)		:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			
Feedback from the Students/Alumni Collected: Analysed: Action taken: (on parameters like teaching environment, regularity of classes, availability of teachers outside classes, support for conducting extra – curricular activities such as field visits, cultural festivals etc., administrative support, career guidance, counselling, support for training and placements, and student's interaction with		:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			

	experts from industry and academia)				
	<b>Marks</b> (Max. Marks: 50)				

### 15. Removal / Completions of Identified Deficiencies

Removal / Completions of deficiencies, as identified in previous Academic Audit (If last year, there was no audit, then no marks to be awarded, and the maximum marks component of this parameter not to be counted in total marks). Only deficiencies, as deviations from the standard norms, to be considered.

				No.	Details	Marks
	(i)	No. of deficiencies identified in last report (a)	:	03	Compliance Report was sent to the University	
	(ii)	No of deficiencies removed / completed (b)	:	03		
	Marks (Max. Marks: 50)					

### 16. Summary of Marks

S. No.	Name of the parameters	Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation	50		
2.	Status of Teachers' Availability	100		
3.	Quality of Teachers and Teaching	100		
4.	Institutional Support for Faculty Development	50		
5.	Framework for Students' Grievance Redressal Mechanism	100		
6.	Institutional Support for University Examinations	50		
7.	Status of Library	100		
8.	Status of Laboratories	100		
9.	Co-Curricular Activities Conducted by the Institution	100		
10.	Publications of the Institutions	40		
11.	Students' Personality Development Activities	30		
12.	Status of Placement	50		

13.	General Parameters about the Institution	30		
14.	Other Facilities Available in the Institute	50		
15.	Removal / Completions of Identified Deficiencies	50		
	<b>Total Marks</b>	1000		
	<b>Percentage (%age) Obtained</b>			

### 17. Adherence of Time Schedule

Adherence of time schedule for 1 <sup>st</sup> and 2 <sup>nd</sup> Shift Programmes	<input type="checkbox"/> Yes	For institutions, not adhering to schedule, ask for written explanations.
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### 18. Deficiencies Identified (only deviations from the standard norms, to be mentioned here):

S. No.	Details of the identified deficiencies
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### 19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
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**Name and Signature of the Members of Academic Audit Committee**

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